



APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE

POSITION : SENIOR EDUCATION SPECIALIST
POST LEVEL : PL3
SALARY : R465 843 P/A
REFERENCE : MALUTI TVET/HOD/LERE002/2024
PERSAL APPOINTMENT : PERMANENT
CENTRE : LERE LA TSHEPE CAMPUS

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 or NCV Level 4.
- ❖ 3 Year National Diploma/Degree.
- ❖ A recognised Teacher's qualification.
- ❖ Minimum of 5 Years' experience teaching/lecturing in TVET Sector.
- ❖ Minimum of 3 years' experience in Curriculum management.
- ❖ Valid SACE Registration.

RECOMMENDATIONS

- ❖ Qualified Assessor.
- ❖ Qualified Moderator.
- ❖ TVET Sector Knowledge.
- ❖ Computer Literacy (MS Word, MS Excel, MS Power Point).
- ❖ Unendorsed Valid Drivers Licence.
- ❖ Sound knowledge of the TVET Sector landscape.
- ❖ Understanding of functioning of the (NCV), report 191 programme.
- ❖ Knowledge of the relevant legislative policies that governs the public TVET Colleges.
- ❖ Sound knowledge of DHET policies pertinent to teaching and learning.

DUTIES

- ❖ Planning of the Lecturers work allocation and workloads at the Campus.
- ❖ Compilation of time tables in line with College teaching and learning plans.
- ❖ Coordination of the procurement of the programmes training needs.
- ❖ Provide guidance on implementation of the syllabi, subject and learning outcomes.
- ❖ Monitor the implementation of ICASS guidelines and all policies that govern learning delivery and assessments.
- ❖ Monitor and control Lecturers POAs, Subject files and students POEs.
- ❖ Monitor implementation of Quality Management Systems in teaching and learning.
- ❖ Planning of the students Work Based Exposure (WBE and Lecturers Work Integrated

Learning (WIL).

- ❖ Assist Senior Lecturers, Lecturers and Students Support Officers to provide academic support programmes.
- ❖ Management of performance appraisal of Educators including annual revision of job descriptions.
- ❖ Communicate with industries/employers for placement of students and Lecturers.
- ❖ Any other reasonable ADHOC duties allocated to the staff member.

Applications must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutivet.co.za. The Z83 form must be signed, Initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded “no” to the question “Are you conducting business with the state? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”. “If your profession or occupation requires official registration, provide date and particulars of registration” – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College’s intention to promote equity (race, gender and disability) through the filling of this posts.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts. Candidates who previously applied for the post are encouraged to re-apply.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

Acting Human Resource Manager
Maluti TVET College: Corporate Office OR
Private Bag X 33
BETHLEHEM
9700

Acting Human Resource Manager
Maluti TVET College: Corporate Office
Corner High & Broster Street
BETHLEHEM
9700

Enquiries: Ms TP Mathipe – 058 303 1732

Closing Date: 22 March 2024 @13:00

2024/03/09
CD